



Lockout/ Tagout



Lockout/Tagout Overview

The adoption and implementation of practices and procedures to shut down equipment, isolate it from its energy source(s), and prevent the release of potentially hazardous energy while maintenance and servicing activities are being performed.



Lockout

- The placement of a lockout device on an energy-isolating device, ensuring that the energy-isolating device and the equipment being controlled cannot be operated until the lockout device is removed.



Types of Lockout Devices

➤ Plug lock

- Protect valuable equipment from unauthorized use, such as power tools, computers, business equipment, copiers, and postage meters.



Plug Blok



Lock a Plug



Plug Lock



Types of Lockout Devices, cont.

➤ Ball and Gate Valve Lockout

- Both ball and gate valve lockouts encapsulate the handles of the valves and prevent them from being turn actuated, either in the on or off position.





Types of Lockout Devices, cont.



Circuit Breaker



Large Handle
Circuit Breaker



Lockout
Hasps



Pneumatic



Toggle/Rocker
Switch



Circuit Breaker
Lockout



Energy Types

- Electrical
 - Generated or Static
- Mechanical
 - Transitional or Rotational
- Thermal
 - Machines or Equipment
- Potential
 - Hydraulic or Pneumatic



Lockout Procedure

- Servicing is to be completed by knowledgeable workers
- Be sure you understand the operation of the device, the potential hazards and how to control the energy
- Notify affected worker(s) that the equipment will be out of use



Lockout Procedure, cont.

- Deenergize equipment using procedures specific for that device
- Isolate energy source to prevent accidental reenergizing
 - Unplug the power cable; turn off breaker
- Lockout the equipment to prevent accidental reenergization



Lockout Procedure, cont.

- Attach lockout tag to identify worker
- Release stored energy
 - Relieving water pressure in pumps
 - Let heating devices or hot water cool down
- Verify that the equipment has been isolated and deenergized



Removal of Lockout

- Be sure equipment is safe to operate
 - All non-essential materials removed
- Remove lockout/tagout devices
 - **Except in emergencies, each device must be removed by the person who put it on.**
- Safeguard all employees
- Reenergize the equipment



Lockout vs Tagout

- Used when lockout device cannot be used



Tagout Procedure

- Place tagout device where lockout would have been place
- Attach with non-reusable attachment
 - Attachment must be suitable for environment
 - Prevent accidental removal
- Text on tagout shall be readily viewable, legible and understandable to workers



Tagout Procedure, cont.

- Follow lockout procedure, but only apply the tag where lockout device should be
- Tagout shall contain the text
 - **DANGER: Do Not Operate**
- Tagout devices should be removed by the servicer that placed it there



Special Situations

- Servicing lasts longer than one shift.
- Servicer who applied lockout device is not available
- Contractors are performing service or maintenance



Tidbits of Info

- Never attempt lockout/tagout procedures unless you have been trained
- Always be sure all lockout/tagout devices are compatible with the environment in which they are being used, I.e. corrosive, humid, etc.
- Tags are warning devices and do not prevent accidental reenergization



Safety Training Contact

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